



Downloadable  
Child Support Calculator  
Version 1.01

# USER GUIDE

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If the following information does not assist you in solving any problems you experience using the Child Support Calculator, or if you have suggestions on how to improve this Guide, please contact the Indiana Courts Webmaster at [webmaster@jtac.in.gov](mailto:webmaster@jtac.in.gov).

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## Introduction

This calculator was developed for practitioners of the legal profession with experience calculating child support. This guide provides technical assistance for users of the calculator and does not serve as a guide to understanding child support calculations. The guidelines for calculating child support obligation can be found on the Indiana Courts website at [www.IN.gov/judiciary/rules/child\\_support](http://www.IN.gov/judiciary/rules/child_support).

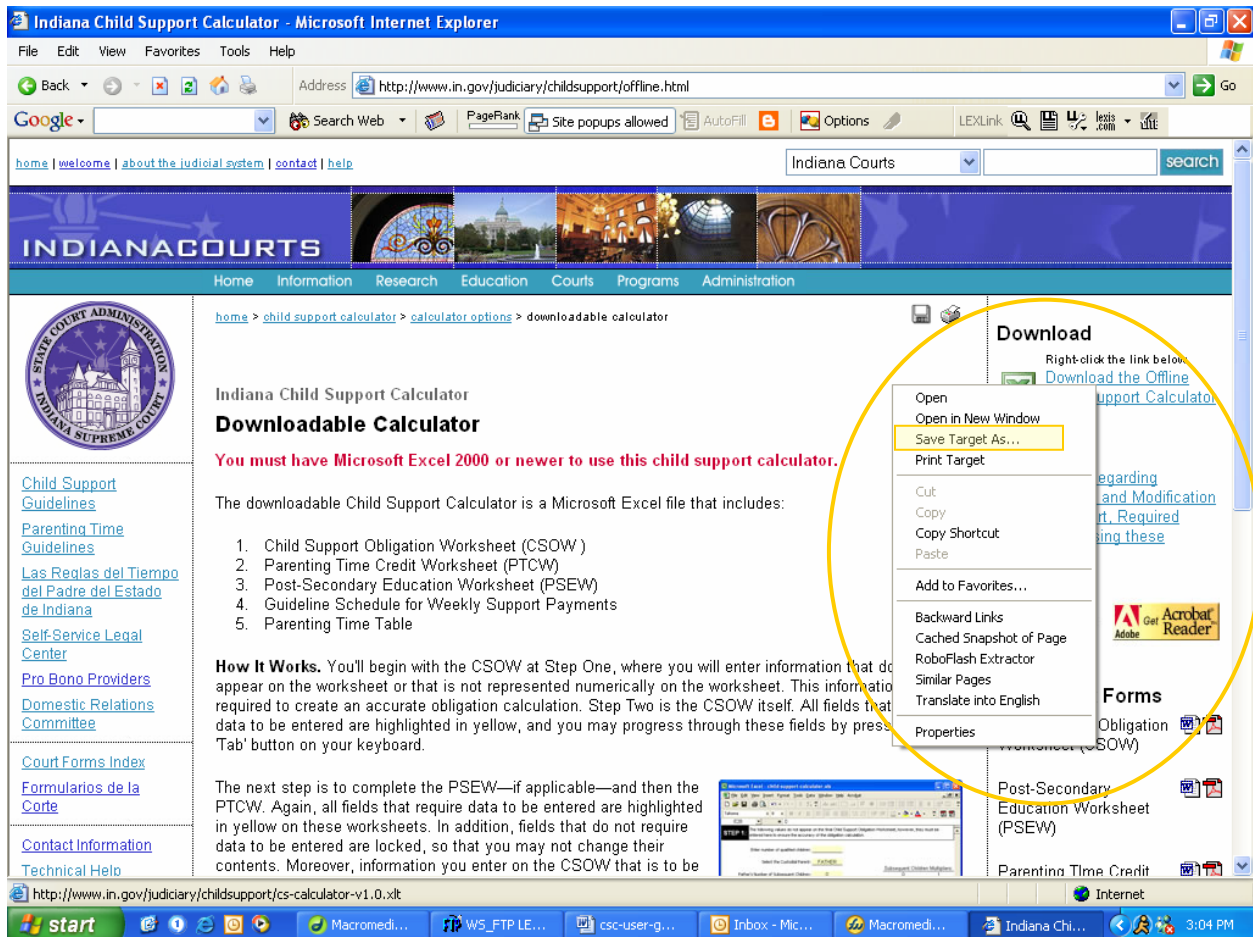
The Downloadable Calculator is a Microsoft Excel™ Template file that can be saved to your computer's hard drive, or to a floppy disk, CD, or other portable media. You must have an Internet connection to download the calculator file, but you do not need to have an Internet connection to use the calculator. Therefore, you may download the calculator and then transfer it to portable media for saving on a computer that does not have an Internet connection, such as a desktop or laptop that you use in a courtroom or conference room.

**Note:** This guide covers use of the Downloadable Calculator on computers with the Windows Operating System only. You must have Microsoft Excel™ version 2000 or newer in order to use this calculator. **This calculator is not compatible with Corel Quattro Pro.** In addition, this guide assumes that the user has basic knowledge of Microsoft Excel™ and is not intended to be a guide to using Excel™ in general.

## Downloading the Calculator

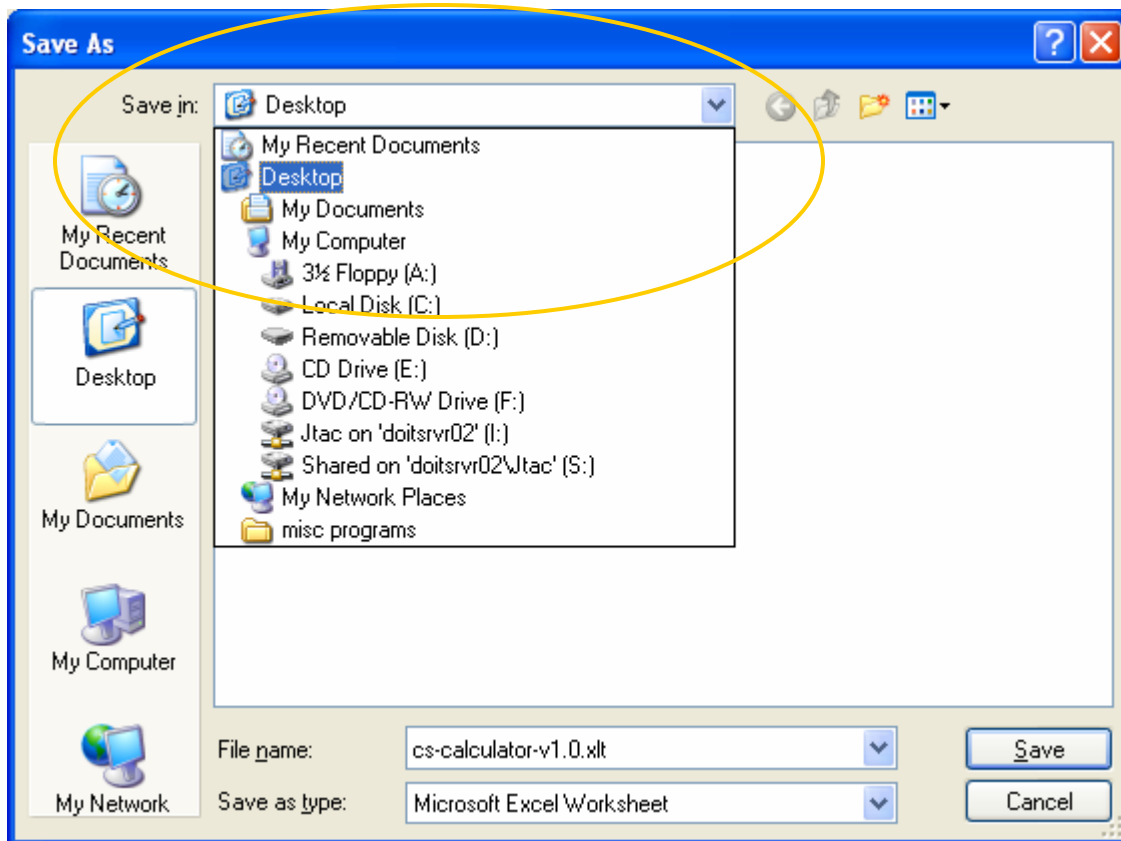
To download the Child Support Calculator, open your web browser and visit [www.IN.gov/judiciary/childsupport/offline.html](http://www.IN.gov/judiciary/childsupport/offline.html).

Under the heading “Download” toward the upper-right corner of the screen, you’ll find a link to “Download the Offline Child Support Calculator.” Using the right button on your mouse, click on this link. A context menu will appear that includes the option to ‘Save Target As.’ Select this option.



Next, you will be prompted to select a location for saving the file. It is recommended that you save this file to your desktop. This will make finding and using the file easy.

To save the file to your desktop, select 'Desktop' from the 'Save in:' drop-down menu in the 'Save As' dialog box. Then click 'Save.'



## Opening the Calculator in Microsoft Excel

If you saved the calculator file to your desktop, you will be able to open it by simply double-clicking the icon for it that is located on your desktop.



# Using the Calculator

## General Information

The Downloadable Child Support Calculator is a Microsoft Excel™ Template file (.xlt). All of the functionality of Microsoft Excel™ is present in the file, but the worksheets have been protected so that you may only modify the input fields, which are highlighted in light yellow.

**Components of the Calculator.** The Calculator contains seven worksheets: (1) Child Support Obligation Worksheet (CSOW); (2) Parenting Time Credit Worksheet (PTCW); (3-5) three Post-Secondary Education Worksheets (PSEW1, PSEW2, PSEW3); (6) the Guideline Schedule of Child Support Obligation (Schedule); and (7) the Parenting Time Table (PT Table). You may navigate between these worksheets using the tabs at the bottom left of the screen.

**STEP 1:** The following values do not appear on the final Child Support Obligation Worksheet, however, they must be entered here to ensure the accuracy of the obligation calculation.

Enter total number of children:  **Input fields are highlighted in yellow.**

Enter number of children engaging in post-secondary education:

Of those engaging in post-secondary education, how many are younger than 21 years **AND** living at home 52 weeks per year:

Father's Number of Subsequent Children:  Multiplier:

Mother's Number of Subsequent Children:  Multiplier:

Subsequent Children Multipliers:

0	1
1	0.935
2	0.903
3	0.878
4	0.863
5 or more	0.854

**STEP 2:** Enter the appropriate information into the yellow fields in the Child Support Obligation Worksheet below and on the PTCW Worksheet as appropriate.

Each party shall complete that portion of the worksheet that applies to him or her, sign the form and file it with the court.

IN RE:		CASE NO:	
		FATHER:	
		MOTHER:	

**CHILD SUPPORT OBLIGATION WORKSHEET (CSOW)**

Children	DOB	Children	DOB

Ready

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Navigate to the different worksheets using the tabs at the bottom of the screen.

## Saving the File

After you open the Calculator in Excel™ to begin calculating child support for a case, it is recommended that you save the file. To do so, you should always select 'Save As' from the 'File' menu located at the upper left of the screen. Select a location to save the file and always give the file a new name, perhaps using the cause number or *in re* as the file name. Be sure to always save as an Excel™ workbook (.xls) file to avoid overwriting the original template file. If you do overwrite this file, it may be to your benefit to download the file again.

## Child Support Obligation Worksheet (CSOW)

You must complete both Steps 1 and 2 of the CSOW in order to get an accurate calculation of child support.

You may begin entering data by clicking on the first yellow field and typing the number of children in question using your keyboard. You may then use the 'Tab' button on your keyboard to advance from field to field. For fields that use a drop-down menu, such as the subsequent children fields, you must use your mouse to select from the options given.

Once you have completed the CSOW, you may move on to the PTCW using the tabs at the bottom left of the screen.

## Parenting Time Credit Worksheet (PTCW)

You must complete both Steps 1 and 2 of the PTCW in order to get an accurate calculation of child support.

You may begin entering data by clicking on the first yellow field and using the drop-down menu to select the "Parent paying controlled expenses." You may then use the 'Tab' button on your keyboard to advance to the next field, or use your mouse to select the next field. Some information, such as the parties' names, case number, etc., are automatically filled out based on the information given in the CSOW.

**NOTE:** The PTCW contains only two input fields, both of which are required if a Parenting Time Credit is to be given in the case.

## Post-Secondary Education Worksheet (PSEW)

You must complete both Steps 1 and 2 of the PSEW in order to get an accurate calculation of child support.

You may begin entering data by clicking on the first yellow field and typing the number of weeks the child lives at home using your keyboard. You may then use the 'Tab' button on your keyboard to advance from field to field. Some information, such as the parties' names, case number, etc., are automatically filled out based on the information you gave in the CSOW. However, you must enter the name and date of birth for child engaging in Post-Secondary Education. You must fill out separate PSE worksheets for each child engaging in Post-Secondary Education. There are three PSE Worksheets included in the calculator for cases in which multiple children are engaging in post-secondary education.

**NOTE:** If you do not enter a date of birth on the PSEW, it will not produce an accurate child support obligation.

## Printing the Forms

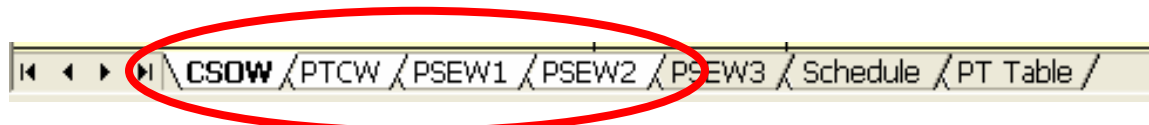
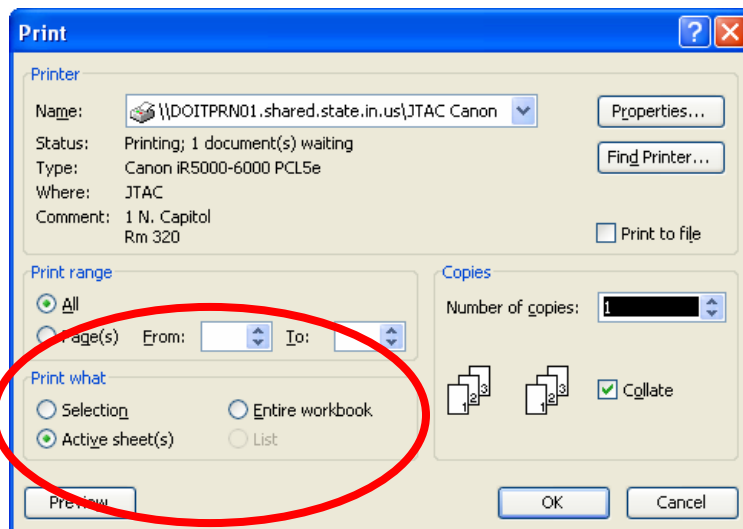
You may print one form at a time or multiple forms at a time.

Printing One Form at a Time. To print one form at a time, select the form you wish to print using the tabs at the bottom of the workbook, then select 'Print' from the 'File' menu at the upper left of the screen or use the print icon on the standard toolbar in Excel™.

For example, select the tab titled "CSOW" from the lower left of the screen and click the print icon on the standard toolbar at the top of the screen to print. Then, select the tab titled "PTCW" from the lower left of the screen and print. Continue until you have printed all the required forms.

Printing Multiple Forms at One Time. To print multiple forms, first select the tab for one of the forms you wish to print, then press and hold the CTRL button on your keyboard, then click on each tab corresponding to each form you wish to print until all forms are selected (see below).

Next select 'Print' from the 'File' menu at the upper left of the screen to open the Print dialog box. Be certain to select "Active sheet(s)" from the "Print what" section of the dialog (see right) before sending the documents to the printer.



## After You Print

Due to the limitations of Microsoft Excel™, there are a few additional steps you should take after printing the form.

1. On Section 1 of the CSOW, circle the subsequent children multipliers applied to the calculation, if applicable. Common practice for labeling which parent received the multiplier is to place an "M" for mother or "F" for father above the multiplier applied to the respective parent's weekly gross income.
2. On Section 7 of the CSOW, check the items applied to the calculation.
3. Ensure that the parents in the case sign and date the CSOW.